

How to Serve by Publication

Superior Court Civil Rule 4(d)(3) and RCW 4.28.100-110

Use this packet if:

1. You have tried to find the other party;
2. You cannot locate the other party; and
3. You have no information about the other party's whereabouts.

Note: You cannot have the other party served by publication without first obtaining a court order allowing service by publication. You must use one of the court approved newspapers listed on the last page of this instruction.

Talk to a lawyer, if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal action for your case. You can contact the King County Bar Association to ask for a referral.
- Ask the Family Law Facilitator's office for a list of low-cost and free legal resources.

King County Superior Court
516 3rd Ave, Room W-382
Seattle, WA 98104

Maleng Regional Justice Center
401 4th Ave North, Room 3D
Kent, WA 98032

Step 1: Fill out these forms

All of these forms in Step 1 can be downloaded at: www.courts.wa.gov/forms/

Form Name	Form Number	Notes	Completed
Motion to Service by Publication	FL All Family 108		<input type="checkbox"/>
Order to Allow Service by Publication	FL All Family 109	Fill this out the way that you would like the Commissioner to decide	<input type="checkbox"/>
Summons Served by Publication	FL All Family 110		<input type="checkbox"/>
Proof of Publication (Cover Sheet)	FL All Family 111		<input type="checkbox"/>

Step 2: Take your original forms to the Clerk's Office and pay a fee

Take your Motion and Order to the Clerk's office and pay the Ex Parte via the Clerk processing fee. The Clerk will present the Order to the Commissioner on your behalf. After the Order has been signed the Clerk will automatically file the original documents and return a copy of the Order to you via the method you requested.

Step 3: Arrange for publication of the Summons by Publication

Contact a newspaper from the list attached to the end of this instruction and arrange to have the Summons Served by Publication published. Newspapers are free to charge what they wish for publication, so you may choose to "shop" for the best rate. The Summons Served by Publication must be published **once a week for six weeks in a row**.

Step 4: Obtain and file the Affidavit of Publication

After the Summons has been published for six weeks in a row, the newspaper should send you an Affidavit of Publication (showing the dates the Summons was published) along with a copy of the newspaper clipping. Make a copy of them for yourself, attach the originals to the Proof of Publication Cover Sheet and file in the Clerk's Office.

If 60 days pass following the first date of publication and the other party has not responded, you may be able to finalize your case by default (contact the Facilitator's Office for more information).

KING COUNTY LEGAL PUBLICATIONS

(NEWSPAPERS IN WHICH A SUMMONS BY PUBLICATION MAY BE VALIDLY PUBLISHED FOR KING COUNTY CASES)

(List from King County Clerk's Website as of 9/12/07)

- | | |
|---|---|
| 1. Argus (360) 424-3251 | 24. North Seattle Herald-Outlook..... (206) 461-1303 |
| 2. Auburn Reporter (253) 833-0218 | 25. Puget Sound Business Journal ... (206) 876-5500 |
| 3. Ballard News Tribune (206) 388-1854 | 26. Queen Anne News (206) 461-1325 |
| 4. Beacon Hill News..... (206) 461-1325 | 27. Redmond Reporter..... (425) 867-0353 |
| 5. Bellevue Reporter (425) 453-4270 | 28. Renton Reporter (425) 255-3484 |
| 6. Bothell/Kenmore Reporter (425) 483-3732 | 29. Sammamish Valley News..... |
| 7. Burien Highline Times..... (206) 388-1857 | 30. Seattle Chinese Post..... (206) 223-0623 |
| 8. Capitol Hill Times (206) 388-1857 | 31. Seattle P.I. (206) 448-8000 |
| 9. Catholic Northwest Progress . (206) 382-4850 | 32. Seattle Times (206) 464-2111 |
| 10. Covington/Maple Valley
Reporter (253) 872-6731 | 33. Shoreline/Lake Forest Park
Enterprise (425) 673-6500 |
| 11. Daily Journal of Commerce ... (206) 622-8272 | 34. Snoqualmie Valley Record (425) 888-2311 |
| 12. Des Moines News (206) 388-1857 | 35. Snoqualmie Valley Reporter |
| 13. Enumclaw Courier Herald..... (360) 825-2555 | 36. South District Journal (206) 461-1300 |
| 14. Federal Way News (206) 388-1857 | 37. Stranger, The (206) 323-7101 |
| 15. Issaquah Press, The..... (425) 392-6434 | 38. Transcript, The |
| 16. Jewish Transcript..... (206) 441-4553 | 39. University District Herald (206) 461-1303 |
| 17. Journal American..... (425) 453-4233 | 40. Valley Daily News..... (253) 872-6731 |
| 18. Kent Reporter (253) 872-6731 | 41. Vashon-Maury Island
Beachcomber (206) 463-9195 |
| 19. King County Publications' Consolidated
Newspaper Group..... (253) 234-3506 | 42. Voice of the Valley..... (425) 432-9696 |
| 20. Magnolia News (206) 461-1325 | 43. Washington Legal Journal..... (425) 458-2135 |
| 21. Masonic Tribune (800) 628-4732 | 44. Weekly of Metropolitan Seattle ... (206) 623-0500 |
| 22. Medium, The (206) 323-3070 | 45. West Seattle Herald (206) 932-0300 |
| 23. Mercer Island Reporter (206) 232-1215 | 46. White Center News (206) 932-0300 |
| | 47. Woodinville Weekly (425) 483-0606 |